

4i Data Hub – ETC Participant’s Access to Reports

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This tip sheet provides general information on how ETC Participants will access, download, and archive reports via the 4iInnovation (4i) application.

Overview

The 4i Data Hub is a repository for the End-Stage Renal Disease (ESRD) Treatment Choices (ETC) Model’s data files/reports. The Alternative Payment Model (APM) users (APM Executive and APM Secondary Contact) or Participants will have the ability to view, download, and archive reports containing data related to their performance in the model in their respective Data Hub workspace.

Who can access the reports in 4i Data Hub?

Using their current credentials, all APM users can access 4i and navigate through the Data Hub workspace to retrieve their reports.

The APM users will log into 4i, navigate to the left-hand menu, and click the Data Hub link. Upon clicking the Data Hub link, the APM user will land on the “Data Files and Reports” tab and see a banner message with a reminder that the system contains Personally Identifiable Information (PII) and Protected Health Information (PHI); a search bar or filter for ETC Participants, CMS Certification Number (CCN), or National Provider Identification (NPI); and a list of Participants with which the user may be associated, if applicable.

File Naming Conventions

When you navigate to the Data Hub and click on the “PPA Report” and “Beneficiary Attribution Report” folders, you will see the user-friendly/display name under the “Name” column in the following format.



PPA Report:

- For Dialysis Facility
 - Parent Report:
 - PPA Report (xlsx)
 - Targeted Review Report:
 - Targeted Review PPA Report (xlsx)
- For Managing Clinicians
 - Parent Report -- Single Report
 - PPA Report AA (xlsx)
 - Targeted Review Report -- Single Report
 - Targeted Review PPA Report AA (xlsx)
 - Parent Report -- Multiple Reports:
 - PPA Report AA (xlsx)
 - PPA Report AB (xlsx)
 - PPA Report AC (xlsx), and so on
 - Targeted Review Report -- Multiple Reports:
 - Targeted Review PPA Report AA (xlsx)
 - Targeted Review PPA Report AB (xlsx)
 - Targeted Review PPA Report AC (xlsx), and so on

Beneficiary Attribution Report:

- For Dialysis Facility
 - Beneficiary Attribution Report (xlsx)
- For Managing Clinicians
 - Beneficiary Attribution Report (xlsx)

To view the original file name, hover over the user-friendly/display name. The system will display the original file name in the sample format below.

PPA Report:

- For Dialysis Facility

- Parent Report
 - “T.4i.DF.ETC.E*****.PPA.MY#.DYMMDD.Thhmsstt.<extension>”
- Targeted Review Report
 - “T.4i.DF.ETC.E*****.PPAT01.MY#.DYMMDD.Thhmsstt.<extension>”
- For Managing Clinicians
 - Single Report:
 - Parent Report
 - “T.4i.MC.ETC.E*****.PPAAA.MY#.DYMMDD.Thhmsstt.<extension>”
 - Targeted Review Report
 - “T.4i.MC.ETC.E*****.PPAAAT01.MY#.DYMMDD.Thhmsstt.<extension>”
 - “T.4i.MC.ETC.E*****.PPAAAT02.MY#.DYMMDD.Thhmsstt.<extension>”
 - Multiple Report:
 - Parent Report
 - “T.4i.MC.ETC.E*****.PPAAA.MY#.DYMMDD.Thhmsstt.<extension>”
 - “T.4i.MC.ETC.E*****.PPAAB.MY#.DYMMDD.Thhmsstt.<extension>”
 - “T.4i.MC.ETC.E*****.PPAAC.MY#.DYMMDD.Thhmsstt.<extension>”
 - Targeted Review Report
 - “T.4i.MC.ETC.E*****.PPAAAT01.MY#.DYMMDD.Thhmsstt.<extension>”
 - “T.4i.MC.ETC.E*****.PPAAAT02.MY#.DYMMDD.Thhmsstt.<extension>”
 - “T.4i.MC.ETC.E*****.PPAABT01.MY#.DYMMDD.Thhmsstt.<extension>”

- “T.4i.MC.ETC.E*****.PPAABT02.MY#.DYMMDD.Thhmsstt.<extension>”
- “T.4i.MC.ETC.E*****.PPAACT01.MY#.DYMMDD.Thhmsstt.<extension>”
- “T.4i.MC.ETC.E*****.PPAACT02.MY#.DYMMDD.Thhmsstt.<extension>”

Beneficiary Attribution Report:

- For Dialysis Facility
 - “T.4i.DF.ETC.E*****. BENE.MY#.DYMMDD.Thhmsstt.<extension>”
- For Managing Clinicians
 - “T.4i.MC.ETC.E*****. BENE.MY#.DYMMDD.Thhmsstt.<extension>”

Downloading a File/Report

To download any file/report:

- Click the hyperlink for the user-friendly/display name under the “Name” column.

OR

- Navigate to the “Actions” Column.
 - Under the “Actions” column, there are two icons: one for Download and one for Archive.
 - Click the “Download” icon.
- The file is downloaded successfully.
- After downloading the report, use a Microsoft Office Excel program to open the individual report

Note: When downloading files, if they do not open in Excel format, you can append “.xlsx” to the file name when saving the document to your local machine.

Archiving a File/Report

To archive any file/report:

- Navigate to the “Archive” icon under the “Actions” column (hover over the icon to view the name).

- Click the “Archive” icon.
 - A confirmation message will appear, stating: *“Are you sure you want to archive this item? Please note that this action cannot be undone.”*
 - Please note that by selecting “Yes,” this action cannot be undone.
 - After selecting “Yes,” a confirmation message will appear stating the file has been successfully archived.
 - If you select “No” (in the confirmation message), the action is canceled.
- To view any archived file, click on the “All” or “Archived” buttons located above the “Actions” column.
- The “Active” button (located between the “All” and “Archived” buttons) will display all active or non-archived files.

Support

If you have questions or require technical assistance, please email: ETC-CMMI@cms.hhs.gov